



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 27, 2016
CC: All Departments



Town Administrator: This past week's activities included a meeting with Town Counsel and Select Board member Jean Beadle to work on the rewrite of the Town's personnel manual. On Tuesday I met with planning consultant Jerry Coogan to discuss the possibility of him providing planning services to the Town on an interim basis and I also met with Jeff Hayes of LRPC for the same purpose. On Wednesday the new DPW Director Search Committee met to review and discuss the applicants that have applied for the position to date. Five candidates were selected to be interviewed on July 12th. On Thursday I participated in the CIPC meeting during which projects were rated by the committee. I also participated and judged the Recreation Department's "dip-off" contest and on Friday I attended the monthly Lakes Region Managers and Administrators meeting. Drummond and Woodsum has been selected as the Town's new general counsel effective immediately. Diligent work with the utility companies continues in order to move forward the intersection construction at Old Route 109 and Route 25, and the Neck Road and Far Echo. Unfortunately we are at the mercy of the utility companies and we will be requesting assistance from the Public Utilities Commission to receive the cooperation needed to complete the projects. Thanks to all for their patience as we make these improvements. This week I will attend the Lakes Region Planning Commission's annual meeting, work with the CIPC on their ongoing work on the Capital Plan and begin preparations for the Select Board's annual goals retreat on July 14th. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions has started the interior inspection schedule. They are doing interior inspections by appointment between June 27-July 1 and July 5-8.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Some tree and brush were cut behind the Highway garage to accommodate the loam stockpile, which was then screened. The screening plant was cleaned and ready for pick-up by noon. The milfoil trailer at Lee's Mills was emptied on Monday and Thursday. Stumping and rock removal was done on Ben Ayers, Bartlett Landing, Ferry Roads, and at the Middle Neck Cemetery. Brush and overhang cleanup was also done at Middle Neck Cemetery, Playground Drive, and Paradise Drive. Grading was completed on Harvard Camp and at the 1st intersection of Glidden Road. Long Island Beach was raked on Friday and sweeping was done at the Route 109 and 25 job intersection site. Delineators for Hickory Lane were put up as well as a couple on the Pathway. The "No Parking" signs were placed on the opposite side of the road to the bakery on Old Route 109. The hoses on the grapple were in need of repair and replacement, truck #5 received a LOF, truck #4 was picked up from repairs and truck #15 was delivered to Larson's Garage for a loss of power issue. One load of wood chips was sold this

week. The Town Engineer advised Agent Kinmond that Lakes Region Water Company is looking to replace the water lines in the project area on Paradise Drive. Agent Kinmond spoke with Mr. Mason to determine the company's time lines. It appears that it will be fall 2016 before the water line work can be done, and PUC notice and funding is still pending. Agent Kinmond has contacted the Town Engineer and Town Administrator to change the Paradise Drive project to 2017 and put in its place a 2017 project area, which would be High Haith and a section of Shaker Jerry Road. The Engineer will review and determine the pricing and road surface treatments. Agent Kinmond and the Town Engineer hope to have the paving bid on the street this coming week. Agent Kinmond and Foreman Wakefield participated in the DPW Director Selection Committee, which reviewed applications and selected applicants for interviews.

Facility & Grounds Division: Team Leader Kepple attended the Joint Loss Committee meeting with building safety inspections discussed as needing completion. M1 mower broke down and was delivered for repairs. All upkeep was completed at the Playground this week to include the removal of some trees from the area just behind the center outfield fence. All regular building checks and janitorial item stocking was done at all the buildings. A latch at the booking room area of the PSB needed repair/adjustments to make it secure once again and a light cover in the interview room needed to be reinstalled. Mowing and trimming was completed at the PSB, Lions Club, L.I. Beach and the small island at the Lakeshore Drive and Route 25 intersection.

WMF Division: We shipped out 1 MSW, 2 C&D, 1 recycle container and container of scrap metal. Richard L'Etoile attended a DES work shop on managing bulky waste.

Other Items to Report: Office Clerk Hoyt reports that there has been a tremendous amount of calls and walk-ins to the Highway office in reference to the intersection work at Far Echo and Moultonboro Neck Roads. Most demanding to know when it will be complete, why the delay in progress and stressing that they are overall just not happy with the layout, and at this time of year it is hazardous for motorists, but not elaborating on what hazards they felt were present. Office Clerk Hoyt has responded to them saying the delays are due to waiting on the power and cable companies to come and do their line work and move the poles. That the mailbox placement, which was another complaint, was a call that the Post Office made. The intersection will be better once completed and residents will become accustomed to the new layout. Unfortunately there is no way to give a completion date as we are awaiting outside sources to complete their tasks and once that is done, the Town would be right on it to finish the project. Most residents that called were still dissatisfied with the answers they received and have been advised to contact the power and cable companies directly to stress their concerns as well as sending any other concerns to the Town Hall for further clarification and complaint.

Moultonborough Police Department: The Moultonborough Police Department recorded 445 log entries, which included the following calls for service, 66 motor vehicle stops, 16 assists to Fire/EMS, 0 Directed Patrols, 11 arrests, 6 complaints, 1 MV Accident, 3 MV Complaints, 12 residential alarms, 1 commercial alarm, and 3 K-9 complaints.

Training: June 24th - June 26th, Sgt. Beede at the Police Cadet Academy.

Moultonborough Fire Department: Year to date there has been 379 calls for emergency service. For the period of 6/17/16 to 6/23/16 there were 22 calls for service: There were (1) Cooking fire, confined to container, (1) Brush fire, (10) EMS calls, (1) Lockout, (2) Dispatched & Cancelled en-route, (4) No incident found at dispatched address, (1) Heat Detector activation, malfunction, (1) Assist the physically disabled. Moultonborough received automatic aid from

Center Harbor and Tuftonboro for one call each. Moultonborough gave automatic aid to Sandwich for one incident.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 9:00 min/sec

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 7:37 min/sec

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 10:12 min/sec

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

There was one instance of overlapping incidents (two incidents ongoing simultaneously)

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Moultonborough was well represented in the Granite State Track State Meet in Pelham, NH last Friday, June 24. Sarah DuBois placed in all of her events: 1st in the 100m, and 2nd in the 200m and long jump. Allison Kelley places 2nd in the 200m in her age group, 3rd in the 100m, and placed 5th in the 800m. Chris Bergquist placed 5th in the 800m. Congratulations to all the athletes! Our summer staff is well prepared for the summer, after staff training last week. All camps, swimming, and tennis lessons begin today, Monday, June 27. On Wednesday, June 29, MRD will host the first of two summer Movie Nights in the Park. This week, patrons will enjoy the hysterical “*Alexander, and the Terrible, Horrible, No Good, Very Bad Day!*” The fun begins at 8 p.m. with games in the field at Playground Drive. The movie will start around 8:45 p.m., when it’s dark enough. Popcorn and lemonade will be available by donation. Our staff is getting ready for the 4th of July Parade. As always, the Almost Famous Moultonborough Rec. Staff Precision Swim Noodle Drill Team will once again be marching! Hope to see a big turn out!

Important Dates to Remember

Independence Day - All Non-Essential Departments Closed, July 4, 2016

Board of Selectmen’s Meeting, July 7, 2016, 7 PM

Board of Selectmen’s Meeting, July 14, 2016, 7 PM

Board of Selectmen’s Annual Retreat, July 14, 2016, Place to be Determined, 10 AM - Noon

Board of Selectmen’s Meeting, July 21, 2016, 7 PM

Board of Selectmen’s Work Session, July 28, 2016, 4 PM

Staff Meeting, Tuesday – July 5, 2016, 9 AM